



## **Non – Appearance Hearing Request Instructions**

1. Fill out attached form completely.
2. Include any and all evidence (example: placard, registration, photos, receipts, medical documentation, etc.)
3. You can choose to fax or mail form.
4. Once the form is received, your citation will be placed on hold and be reviewed by the Hearings Officer.
5. You will receive a letter informing you of the Hearings Officer and at that time be given 14 days to clear the account if there is a balance owing.
6. Failure to pay within a 14 day period will result in an increase to your citation due to penalties accruing.
7. Payment can be made by mail or via internet at: [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)
8. If you have not received a letter informing you of the Hearings Officer decision within 14 days, please call the office and make sure we are in receipt of your Hearings Request.

City of Las Vegas  
Parking & Hearings Office  
416 North 7<sup>th</sup> Street  
Las Vegas, NV 89101  
**(702) 229-4700 (Phone)**  
**(800) 228-3332 (Toll Free)**  
**(702) 382-2309 (Fax)**

**NON-APPEARANCE**



**CITY OF LAS VEGAS - MUNICIPAL PARKING PROGRAM**

**H E A R I N G   O F F I C E R   R E Q U E S T**

I, \_\_\_\_\_, hereby request a binding hearing in the nature of arbitration or alternative dispute resolution before a hearing officer.

My Address is \_\_\_\_\_

I request this hearing involve Notice of Infraction Number(s) (*Citation Numbers*) :

_____	_____	_____
_____	_____	_____
_____	_____	_____

License Plate #: \_\_\_\_\_

I understand that the Hearing Officer is an attorney and not an elected or appointed judge. I understand that I have the right to a trial in Municipal Court, but I am electing to have my ticket heard by the Hearing Officer.

I understand that I am agreeing to be bound by the decision of the Hearing Officer. I understand and agree that, if necessary, due to my lack of timely payment, the city of Las Vegas can and may use this binding decision to have a formal civil judgment entered against me in the Las Vegas Municipal Court.

I understand that if a civil judgment is obtained, the city may seek and obtain a Writ of Execution against me. I understand that if a Writ of Execution is obtained, my wages and/or bank account may be garnished, liens may be put on my property, and my vehicle(s) may be towed or immobilized.

Knowing all of the above, I still wish to request a binding hearing before the Hearing Officer on the above-described Notice of Infraction(s).

I hereby acknowledge the above and further acknowledge that at my request the Hearings Officer will review my written explanation and come to a decision.

\_\_\_\_\_ or \_\_\_\_\_  
Phone number                      Alternate Phone Number

\_\_\_\_\_  
Defendant/Representative Appearing                      Date  
(Please Sign)

